



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: CASH RECEIPTING SPECIALIST**  
**DATE: JULY 1, 2024**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Finance & Taxation	<b>JOB CODE:</b>	027
<b>SUPERVISOR:</b>	Accounting Services Manager	<b>SALARY RANGE:</b>	24
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform a variety of duties involving receipting cash, check, and ACH deposits, reviewing and balancing daily transactions, preparing a cash deposit for armored car pickup, scanning checks for electronic check file upload, preparing journal entries as needed and reconciling accounts receivable accounts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Identify and receipt all incoming revenue for the County. Pull daily bank statements from website, download credit card reports from payment processor, and obtain back-up documentation with GL coding from departments. Identify and process transactions that require pass-through to third parties. Balance and process all cash/check bank deposits for the County, receipt and balance all ACH deposits to bank statements. Compile balanced reports and file.

Carry out assigned monthly and periodic reconciliations of GL funds as assigned, including accounts receivable GL codes at the beginning of the new fiscal year for funds booked back to prior year.

Process Justice Court fines and assessment distributions and other quarterly payments for the County, to include school district excise tax, abuse and domestic violence payments to DHS, and monthly mental health tax payments.

Compute and receipt quarterly CAFFA payment to the Assessor's and Tax Offices.

Prepare journal entries as appropriate, including fund transfers, interdepartmental billings, and GL corrections.

Process annual federal fuel tax exemption certificates for the Finance Director's approval.

Assist with annual insurance renewal by sending out spreadsheets and compiling data. Prepare master spreadsheet for submission to insurer.

Manage County credit card program to include issuance and closure of accounts, monthly disbursement to vendor, and monthly billing reconciliation. Create spreadsheet upload for accounts payable. Manage employee access to various credit accounts such as, Amazon, Office Depot, Staples, Wex Fuel, Wilcox & Flegel, etc.

Prepare purchasing authorities for Finance Director signature as directed.

File Board of County Commissioner approved documents, such as grants, public service contracts, contracts, agreements, board orders, etc. in the appropriate files.

Prepare schedules and carry out activities related to the year-end close, annual financial reporting and single audit related to cash receipting. Work with auditor as needed to respond to testing requests and process audit adjustments to balance accounts as required.



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Assure compliance and maintain assigned core finance files that assure cash receipting and related records meet departmental norms and requirements of state and federal law and/or Governmental Accounting Standards Board (GASB) standards. Label and destroy files as per Oregon record retention schedules or as directed by the Finance Director.

Keep current on relevant accounting rules, federal and state statutes, requirements of Generally Accepted Accounting Practice (GAAP), GASB pronouncements, and best practices in government accounting and financial processing through participation in professional conferences and seminars and other educational opportunities.

Create and maintain process documentation for all county processes conducted on a routine basis in accordance with Continuity of Operations Planning standards.

Respond to departmental requests, questions, and concerns regarding cash receipting in a timely manner and with a constructive customer service approach.

Perform assigned cash handling duties in accordance with the County's Cash Handling Standards. Perform various administrative support duties, such as filing, answering telephones, and assisting employees.

Maintain strong customer relationships with internal and external customers, which include other county departments and the general public.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Accounting Services Manager who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a two-year degree in accounting or related field plus two years' experience in cash receipting or general accounting. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Previous experience in the public sector preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.



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**CERTIFICATES, LICENSES, REGISTRATIONS:** Should possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of generally accepted accounting principles for governmental entities, methods, and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of accounting reports and analyses.

Skill in financial or accounting software programs, web-based banking systems, and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Think conceptually and quickly to get to the heart of a problem.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Correlate and evaluate a large volume of complex written and numerical data.
- Perform accurate data entry and mathematical and accounting calculations.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Process financial data with consistent accuracy.
- Meet requests for information and task completion from a diverse clientele in a timely manner.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in***



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*the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*